

# Wisconsin Department of Regulation & Licensing

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## **DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING**

### **INFORMATION REGARDING CHARITABLE ORGANIZATION REGISTRATION STATEMENT**

To be eligible to receive a Charitable Organization Registration, the following items must be completed and on file in the board office:

1. Completed and notarized Charitable Organization Registration Statement (Form #296) with the \$15 fee.
2. A copy of one of the following: your organization's Charter, Articles of Organization, Agreement of Association, Instrument of Trust, Constitution or other organization instrument and bylaws.
3. Foreign corporations must submit a copy of the Certificate of Incorporation issued by the state in which they are incorporated.
4. A statement explaining how the organization will use the contributions received.
5. A copy of the federal application for "Recognition of Exemption" (Form #1023) if your organization filed an application with the IRS and has not yet received a tax status determination. If it has received a determination, a copy of the determination letter.
6. If during your organization's most recently completed fiscal year the sum of contributions received by your organization was over \$5,000 (regardless of whether solicited or unsolicited), you will need to submit a "Charitable Organization Annual Financial Report" (Form #308) for that accounting period. You may, however, file IRS Form #990 in lieu of Form #308, along with the "Wisconsin Supplement to Financial Report on Form Other Than Form #308" (Form #1952).
7. If during your organization's most recently completed fiscal year, the sum of contributions received by your organization was \$5,000 or less, you will need to submit an "Affidavit in Lieu of Annual Financial Report" (Form #1943).
8. If during your organization's most recently completed fiscal year, the sum of contributions received was less than \$50,000, and you only solicited in one community (defined as your county of residence), you may submit the affidavit in lieu of financial report (Form #1943).
9. If your organization uses a professional fund-raiser or fund-raising counsel for soliciting contributions in Wisconsin, the complete name and address of the professional fund-raiser or fund-raising counsel must be provided.
10. If your organization is registered or has a permit, license or other formal authorization from other states for soliciting contributions, list all such agencies.
11. A detailed statement of explanation, if your organization's license, permit or registration has ever been denied or revoked by another governmental agency or if any such proceedings are pending.
12. A detailed statement of information, if your organization has ever been enjoined from soliciting contributions or if any such proceedings may be pending.
13. Completed and notarized Convictions and Pending Charges (Form #2252) if any of your organization's officers, directors, trustees or executive personnel have ever been convicted of a felony or misdemeanor or if any such proceedings may be pending.

Failure to submit the appropriate documentation will delay the processing of your application.